



ALDEN EWELL FREE LIBRARY
Disaster Response Policy

This policy is for application to the Alden Ewell Free Library only.

Introduction:

In order to protect Library users and staff, as well as the Library itself and its assets. The Alden Ewell Free Library and its Board of Trustees has established a framework for responding to emergencies and disruptions.

Emergency contacts:

Police: Dial 911, for non-emergencies call Erie County Sheriff at 716-858-2903

Fire: Dial 911, for non-emergencies call 716-683-2800

Heating/Cooling: Petschke Plumbing, Heating & Air Conditioning 716-937-4956 (716-459-8593 for after-hours emergency pager)

Power Failure: NYSEG 1-800-572-1131

Snow: Library Director 716-380-8630

Other Building Emergencies: Library Director 716-380-8630

Internet: Network Support 716-858-6849

Emergency Procedures:

Fire

1. When a fire is detected, a staff member should dial 911. Library patrons will be evacuated from the building.
2. If staff determine a fire is able to be contained and extinguished they shall proceed to attempt to do so using the closest fire extinguisher. Extinguishers on main floor of Library are located by the door inside and outside of the staff office and outside the doors of the nonfiction/computer room and A/V room. On the first floor, extinguishers are located outside the meeting room and book sale room doors as well as in the boiler room.
3. Evacuate non-essential staff from the building until emergency responders deem the building is safe to re-enter.
4. If the fire cannot be extinguished by staff, the Library will close to the public. Staff will contact the Central Library's Network Support line to report closure (716-858-5849).
5. If Library Director is not present, staff will call to advise them on the situation.

Power Outage

1. When power to the Library is lost, the Library will close to the public.



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2. If outage occurs during open hours, staff will assist Library patrons with exiting the building as needed.
3. Staff will call NYSEG at 1-800-572-1131 to report outage. If necessary/possible, further information will also be sought online via their online Outage Central (<https://www.nyseg.com/wps/portal/nyseg/outages>).
4. Staff will contact the Central Library's Network Support line to report closure at 716-858-6849.
5. If Library Director is not present, staff will call to advise them on the situation.

No Water

1. When the Library is without water it will be closed to the public.
2. If loss of water occurs during open hours, staff will assist Library patrons with exiting the building as needed.
3. Staff will contact the Village of Alden's Department of Public Works at 716-937-7392 to report the emergency. If after hours, staff will call 716-949-0042 and leave a message.
4. Staff will contact the Central Library's Network Support line to report closure at 716-858-6849.
5. If the Library Director is not present, staff will call to advise them on the situation.

No Heating/Cooling

1. When the Library is without heating or cooling and the Library staff deems the condition of the building to be unsafe and/or beyond what is comfortable for staff and patrons, the Library will be closed to the public.
2. If closure occurs during open hours, staff will assist Library patrons with exiting the building as needed.
3. Staff will contact Petschke Plumbing, Heating & Air Conditioning at 716-937-4956. If emergency occurs outside of normal business hours, staff can call their emergency pager at 716-459-8593.
4. Staff will contact the Central Library's Network Support line to report closure at 716-858-6849.
5. If Library Director is not present, staff will call to advise them on the situation.

Health Emergencies

1. When a Library patron(s) and/or staff member(s) is experiencing a health emergency, a staff member will call 911.
2. In instances where a staff member is experiencing the health emergency, their emergency contact(s) will be phoned. Emergency contact information is kept in the staff office and is updated yearly.



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No Phones and/or Internet

1. If the Library is without phone or internet service, staff will contact Network Support at 716-858-6849.

Weather-Related Emergencies

1. If inclement weather threatens the safety of Library users and staff, the Library Director will determine if closing the Library is in the best interest of all parties involved. If the Director is not in the building, staff will call to advise them of the situation.
2. Staff will contact the Central Library's Network Support line to report closure at 716-858-6849.

Public Health Emergency

1. In the event of a Public Health Emergency, the Library will seek guidance from Local, County, and State governments and implement any and all recommendations as they pertain to the operation of the Library.
2. The Buffalo & Erie County Library System will be notified regarding any changes in service or closure of the building.
3. The Library Director will create separate plans and/or policies as needed to specify how the Library will operate under specific circumstances of each Public Health Emergency.

In all cases, when the Library Director is not available, staff will attempt to contact the President of the Board of Trustees. When applicable, a response chain will be implemented with local government entities and/or the Library System to ensure timely reaction to events and issues that occur. If an emergency results in the closure of the Library, all collective bargaining agreements and their provisions will be reviewed for affected staff members.

Adopted by Alden Ewell Free Library Board of Trustees on February 2, 2021.